

## **National Aeronautics and Space Administration**

### **Charter of the International Space Station National Laboratory Advisory Committee**

- 1. Official Designation:** The International Space Station National Laboratory Advisory Committee (the “Committee”)
- 2. Authority:** Established under Section 602 of the National Aeronautics and Space Administration Authorization (NASA) Act of 2008 (P.L. 110-422 codified at 42 U.S.C. 17752). This Committee is being established with the provisions of the Federal Advisory Committee Act (FACA) as amended, 5 U.S.C. App.
- 3. Scope and Objectives:** In accordance with 42 U.S.C. 17752, the Committee shall monitor, assess, and make recommendations regarding effective utilization of the International Space Station as a national laboratory and platform for research. The Committee shall also perform such other duties as the NASA Administrator may request.
- 4. Description of Duties:** The Committee will function in an advisory capacity to the NASA Administrator. In accordance with 42 U.S.C. 17752, the Committee shall submit to the Administrator, on an annual basis or more frequently as considered necessary by a majority of the members of the Committee, a report containing the assessments and recommendations required by Section 3.
- 5. Official to Whom the Committee Reports:** The Committee reports to the NASA Administrator.
- 6. Support:** NASA shall provide staff support and operating funds for the Committee. Specifically, the Space Operations Mission Directorate, NASA Headquarters, will provide administrative support and the NASA Johnson Space Center will provide staff support to the Committee. The Designated Federal Officer (DFO) will be appointed by the NASA Administrator and will serve as the Executive Director of the Committee.
- 7. Estimated Annual Operating Costs and Staff Years:** The estimated annual operating costs will be approximately \$150,000, including 0.5 full-time equivalent for NASA civil servant staff support, technical report writing, travel, and meeting logistics support. In addition, contractor support may be utilized as appropriate.
- 8. Designated Federal Officer (DFO):** The Executive Director of the Committee shall be appointed by the NASA Administrator and shall serve as the DFO. The DFO must be either a full-time or a permanent part-time employee who must call, attend, and adjourn committee meetings; approve agendas; maintain required records on costs and membership; ensure efficient operations; maintain records for availability to the public; and provide copies of Committee reports to the NASA Committee Management Officer for forwarding to the Congress.

**9. Estimated Number and Frequency of Meetings:** There will be approximately two Committee meetings held each year to perform the duties as described in Section 3.

**10. Duration:** In accordance with 42 U.S.C. 17752, the Committee shall exist for the life of the International Space Station.

**11. Termination:** The Committee shall terminate at the end of the life of the International Space Station.

**12. Membership and Designation:** In accordance with 42 U.S.C. 17752, the Committee shall be composed of individuals representing organizations who have formal agreements with NASA to utilize the United States portion of the International Space Station, including allocations within partner elements. The Administrator shall appoint a chair from among the members of the Committee, who shall serve for a 2-year term.

**13. Subcommittees:** Subcommittees, task forces, and/or work groups may be established by NASA to conduct studies and/or fact-finding requiring an effort of limited duration. Such subcommittees, task forces, and work groups will report their findings and recommendations directly to the Committee. However, if the Committee is terminated, all subcommittees, task forces, and work groups will also terminate.

**14. Recordkeeping:** The records of the Committee, formally and informally established subcommittees, or other subgroups of the Committee shall be handled in accordance with General Records Schedule 26, Item 2, or other approved Agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

**15. Filing Date:** This Charter shall become effective upon the filing of this Charter with the appropriate U.S. Senate and House of Representatives oversight committees.



Charles F. Bolden, Jr.  
NASA Administrator

8 Oct 2009

Date